

ADMINISTRATIVE DIVISION Division of Administration and Finance	POLICY NUMBER VMPS 5.00
POLICY TITLE Leasing and Renting Non-State-Owned Vehicles	
SCOPE OF POLICY USC System	DATE OF REVISION March 29, 2021
RESPONSIBLE OFFICER COO/Director of Parking & Transportation	ADMINISTRATIVE OFFICE Parking & Transportation Services

PURPOSE

The purpose of this policy is to establish a system and guidelines for the leasing and renting of non-state vehicles.

DEFINITIONS

Parking & Transportation Services (PTS)

POLICY STATEMENT

No individual, office, or agency of the University may lease a non-state vehicle for the use of such individual, office or agency.

Exceptions:

- Entities such as the Department of Athletics and the Alumni/Development Division which, through their own activities, generate and maintain funds that are Not State appropriated.
- When appropriate, individuals who travel out of state by air or other means.
- Student groups when other means are not feasible.

PROCEDURES

- A. University individual, office or agency may arrange for long-term leasing of USC- owned vehicles through (PTS). All units must provide written justification detailing specifications with unit head approval for all vehicle requests with required vehicle specifications to Transportation Services. Transportation Services will process and provide information and timetable to meet request.
- B. University individual, office or agency may arrange for long-term leasing of State-owned vehicles through (PTS). All units must

provide written justification detailing specifications with unit head approval for all vehicle requests with required vehicle specifications to Transportation Services. Transportation Services will process and provide information and timetable to meet request.

Depending upon availability, requests for vehicles may also be fulfilled by virtue of State Fleet Management to support long-term travel requirements 30 days or more. Leased vehicles can be leased for up to 60 months.

C. Entities with other than State-appropriated funds must have leasing agreements approved in advance by the Vice President and Chief Financial Officer for Business and Finance. These vehicles must be for use by university employees.

D. Individuals traveling out of state may arrange for short-term rental of vehicles by getting approval from their unit heads. Short term rental needs are considered 30 days or less.

E. Units are required to coordinate directly with vehicle rental vendors listed on State Fiscal Accountability Authority Procurement Services State Contracts (rates and vendors posted) by establishment of a billing account(s) via units and means of payment via Purchasing Department.

F. Student groups qualifying for short-term rentals must get the approval of the responsible professors and unit heads before renting.

G. All drivers and/or units are responsible for vehicle toll charges, parking tickets, fees or fines associated with the use of a state, leased, or rental vehicle and must be paid accordingly.

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
March 29, 2021	Revised to reflect current practices.